



ALUMNI COLLECTION NOTICE

Alumni Association Collection Notice

- 1) Sacred Heart Girls' College Past Students' Association may collect personal information about you from time to time. The primary purpose of collecting this information is to enable us to inform you about our activities and the activities of Sacred Heart Girls' College and to keep alumni members informed about other members.
- 2) We must have the information referred to above to enable us to continue your membership of Sacred Heart Girls' College Past Students' Association.
- 3) As you know, from time to time we may engage in fundraising activities. The information received from you may be used to make an appeal to you. It may also be used by Sacred Heart Girls' College to assist in its fundraising activities. If you do not agree to this, please advise us now.
- 4) Sacred Heart Girls' College Past Students' Association may publish details about you in our College publications and the College's website. If you do not agree to this, you must advise us now.
- 5) The College's Privacy Policy contains details of how you may seek access to personal information collected about you or how you may complain about a breach of the Australian Privacy Principles [APPs]. An access or correction refusal will be notified to you in writing and reasons given if appropriate.
- 6) The College may use cloud computing service providers to store personal information (which may include personal information) on their servers in the cloud. These servers may be located in or outside Australia.
- 7) The College may from time to time use the services of third party online service providers (including for the delivery of third party online applications, or Apps relating to email and instant messaging, such as Google's G Suite, including Gmail) which may be accessible by you. Some personal information may be collected and processed or stored by these providers in connection with these services. These online service providers may be located in or outside Australia.
- 8) The College makes reasonable efforts to be satisfied about the security of any personal information that may be collected, processed and stored outside Australia in connection with these third party services and will endeavour to ensure the cloud is located in countries with substantially similar protections as the APPs.

The College's Privacy Policy contains further information about its use of cloud and other third party service providers and any of their overseas locations.

- 9) Where personal, including sensitive, information is held by a cloud service provider on behalf of Catholic Education Commission of Victoria Ltd (CECV) for educational and administrative purposes, this information may be stored on servers located within or outside Australia. This includes the Integrated Catholic Online Network (ICON).

10) If you provide us with the personal information of others, we encourage you to inform them that you are disclosing that information to the school and why. Also, that they can request access to and correction of that information if they wish, and to refer them to the College's Privacy Policy for further details about such requests and how the College otherwise handles personal information it collects.

Reviewed: April 2020

Next Review Date: April 2021